



AMERICORPS POSITION DESCRIPTION – FACES ASSISTANT

SUMMARY

The primary role of the AmeriCorps Volunteer (FACES Assistant) is to assist staff overseeing supportive services programs with the following:

- Provide a safe and structured environment for children (6 weeks -6 years old) in Little Kids Works program while their parent(s) are involved in job search, life skills and recreational activities.
- Assist with class set up, clean up, and delivery of various adult & youth programs
- Assist with transporting children to and from programs by riding along with assigned Van Driver helping to provide a safe and fun environment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide care and learning activities for children and youth in the Little Kids Works Program.
- Follow directions provided by FACES staff in regards to gathering materials, classroom set up/clean up, and assist with monitoring youth & adults during class sessions &/or field trips
- Ride as passenger on Agency van assisting Van Drivers with transporting children to and from programs. This includes picking up or dropping off children at home, childcare centers, schools or other community activities.

In addition to the tasks listed above, the AmeriCorps Volunteer must also:

- Follow Save the Family policies and procedures as outlined in the Employee Orientation Manual.
- Become familiar with other employees' job descriptions as directed by the Supervisor in order to maintain Agency work-flow.
- Become familiar with the service population including diverse cultural and socioeconomic characteristics.

EDUCATION AND EXPERIENCE

Any previous childcare or teaching experience/education preferred.

REPORTS TO: CLIENT SERVICES MANAGER

SUPERVISORY RESPONSIBILITIES: NONE

SERVICE LOCATION: 125 E UNIVERSITY DR, MESA, AZ 85213

SERVICE COMMITMENT

AmeriCorps member must complete 700 or 950 hours of service before August 31, 2015 depending on service term commitment. (15 or 20 hrs per week)

REQUIRED SKILLS AND ATTRIBUTES

- **Must be at least 18 years of age**
- **Enjoy working with children of all ages**
- **Enjoy facilitating creative and recreational activities with children**
- **Have ability to obtain/maintain a DPS fingerprint clearance card**
- **Have the physical ability to monitor and engage with active infants, toddlers, and school aged children. Some moderate lifting of 5 to 25+ pounds, walking upstairs, moving in and out of a 15 passenger van.**
- **Bilingual capabilities a plus**
- **Participate in a 1 hour volunteer training hosted by Save the Family**
- **Willing to sign a Code of Conduct and Confidentiality agreement**

A Demonstrated Commitment to the Mission, Vision, and Values of Save the Family Foundation of Arizona is imperative for all volunteers.

This description of duties encompasses the integral components of this position, but is not limited to the above-mentioned duties. There may be additions or deletions for this position at the discretion of the Chief Executive Officer.

Save the Family and Mesa United Way are equal Employment opportunity employers and seeks to employ and assign the best qualified personnel for all their positions in a manner that does not unlawfully discriminate against status or characteristic protected by law.